

United States Environmental Protection Agency  
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION

Atlanta, GA

2. POSITION NUMBER

(b) (6)

CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

Envr Eng Series, GS-819-TS-35 May 1979 TS-33 NOV 1978 TS 304

b. Title

c. Service

d. Series

e. Grade

f. CLC

Official  
Allocation

Environmental Engineer

GS

819

13

100

4. SUPERVISOR'S  
RECOMMENDATION

ENVIRONMENTAL ENGINEER

GS

0819

13

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

(b) (6)

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e. NATIONAL ENVIRONMENTAL POLICY ACT

b. REGION 4

i.

c. RESOURCE CONSERVATION & RESTORATION DIVISION

g.

d.

h. EPAYS Organization Code

TGDDDDDD

8. SUPERVISORY/MANAGERIAL DESIGNATION

- [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

d. Typed Name and Title of Second-Level Supervisor

(b) (6)

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act ☐ Nonexempt ☒ Exempt

c. Functional Code 94

gaining  
Code

e. Check, if applicable:

- ☐ Medical Monitoring Required
- ☐ Extramural Resources Management Duties ( % of time)
- ☐ This position is subject to random drug testing

f. Signature

Karen J. Jones

g. Date

4/12/06

11. REMARKS

Pen & ink change made to  
Org. name/code due to  
reorg; Effective 12-14-14

**Environmental Engineer**  
**GS-819-13**

Position Number:

Organizational Code:

**Organizational Location:** Position is located in the Office of Policy and Planning, the NEPA Program Office, Region 4, Atlanta, GA.

**Primary Purpose:** Serves as a project review officer with responsibility for the technical evaluation and coordination of the program review of environmental impact statements, environmental assessments, and other National Environmental Protection Act (NEPA) related documents pursuant to NEPA and 309 of Clean Air Act.

**MAJOR DUTIES**

Analyzes scientific and technical environmental issues and/or performs work involving the review and implementation of environmental standards and regulations.

Uses analytical methods and techniques to analyze a wide range of scientific, engineering, legal, environmental protection, and/or environmental management issues. Performs quality control functions by reviewing and evaluating technical analyses, studies, sampling, or other forms of data processed by others, within or outside EPA, for technical adequacy and acceptability.

Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant analytical methods, sampling techniques, etc., related to a specific program, function, or activity. Reviews and evaluates data submittals and/or requests involving a specific scientific and/or engineering activity/ discipline/function (e.g., air pollution modeling, risk assessments, environmental impact statements, etc.).

Advises appropriate personnel as to the adequacy/ accuracy of data/processes and/or the appropriateness of the request, and provides technical assistance where applicable. Plans, coordinates, reviews and/or evaluates a broad scope of studies/ investigations and complex problems related to scientific assessments and scientific risk determinations. Provides technical support in the areas of environmental impact analysis and development of approaches for environmental assessments for a variety of environments.

Assists and advises regional personnel, state and local officials, private industry, and the general public regarding scientific/technical data and/or activities, and the relevance of such data/activities to specific areas of responsibility (e.g., risk assessment, modeling, environmental monitoring of specific facilities/activities, etc.) Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant analytical methods, sampling techniques, etc. related to a specific program, function, or activity. Reviews and evaluates data submittals

and/or requests involving a specific scientific and/or engineering activity/ discipline/function (e.g., air-pollution modeling, risk assessments, environmental impact statements, etc.). Advises appropriate personnel as to the adequacy/accuracy of data/processes and/or the appropriateness of the request, and provides technical assistance where applicable. Plans, conducts, and/or provides technical expertise to complex, often multi-media field sampling and analytical services, facility inspections or audits, and/or monitoring support for highly complex scientific programs/activities. Provides assistance on administrative and technological aspects of study/inspection/audit.

## **FACTORS**

### **Factor 1-7 1250 Points**

#### **Knowledge Required by the Position**

The position requires a knowledge of a wide range of general environmental science principles, and methods applicable to varied and complex problems, projects, or studies that may include diverse environmental science or other environmental conditions; and varying environmental science processes. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques. The position requires a knowledge of applicable environmental statutes and regulations.

### **Factor 2-4 450 Points**

#### **Supervisory Controls**

The supervisor establishes overall objectives and resources available. The supervisor and scientist jointly develop projects, priorities and deadlines. The scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

### **Factor 3-4 450 Points**

#### **Guidelines**

Technical, regulatory, and policy guidelines are often broad and nonspecific. The scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

### **Factor 4-5 325 Points**

#### **Complexity**

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering/scientific and management requirements. The



work requires originating innovative engineering techniques, establishing criteria and standards applicable to wide range of scientific problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5-4 225 Points  
Scope and Effect

The purpose of the work is to investigate, analyze, review, plan and advise on various unusual, controversial, or technically difficult scientific problems or conditions. Work results are critical to the successful completion of diverse scientific projects or programs.

Factor 6-3 60 Points  
Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7-3 120 Points  
Purpose of Contacts

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8-1 5 Points  
Physical Demands

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 5 Points  
Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.